

Job Posting Request Form

JOB POSTING INFORMATION		
Position Title:	Project Manager	Posting Type: New
Application Accepted From	All Persons Interested	Posting Open: 2 weeks
Division:	Houston Health Foundation	Safety Impact: Yes
Section:	Office Chronic Disease Health Education & Wellness	Salary: \$80,000
Location:	8000 N. Stadium Drive & remote	Interview: Digital
Workday & Hours:	Monday – Saturday, Flexible days, and hours	
Fund Information:	Grant Funds	

POSITION DETAIL	
Number of Positions Available	1
Org Unit/ Fund/ Cost Center	12 months, Grant funded contract position

WORKING CONDITIONS

This position works both in office setting and in field settings such as outdoor tents. This position requires walking, standing stooping, bending, and routine lifting such as reams of paper.

EDUCATIONAL REQUIREMENTS

Bachelor's degree in Behavioral Sciences, Health Education, Public Health, or closely related fields

EXPERIENCE REQUIREMENTS

4 year of experience in community engagement and outreach, health advocacy, and/or social services. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2)

PREFERENCES

Preferences for applicants;

- Community Health Worker (CHW), Certified Health Education Specialist (CHES)
- Bilingual in English and other languages to meet community needs
- Experience using Microsoft office products
- Experience using data management systems such Qualtrics and Smartsheets

JOB POSTING TEMPLATE

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

The Houston Health Foundation in partnership with the Mayor's Office H.E.R. Taskforce and the Houston Health Department seeks a high energy, dynamic and self-motivated Project Manager to lead the implementation of the Equitable Vaccination Acceptance and Distribution Initiative in Complete Communities supporting BIPOC communities of Houston, TX. This position offers a competitive benefits package.

The Project Manager will be responsible for the following duties:

- Participate in or develop plans to accomplish goals and objectives of vaccine equity in designated complete communities. Establish goals and evaluate performance and develop subordinates
- Plan, implement, and coordinate vaccine equity grant activities and deliverables
- Gather and analyze quantitative and qualitative data and information that identifies community needs and assists with the evaluation of project effectiveness
- Coordinate the delivery to vaccine outreach, education, and distribution opportunities with partnering agencies including an educational partner, a health partner, and/or a physician of color group as describe by the project deliverables
- Monitors partners and contractors to ensure compliance with agreements
- Facilitate and lead efforts to organize community members, groups, and agencies to address COVID vaccine equity. Serves as liaison between governmental and non-profit agencies
- Develop, maintain, and participate in coalitions, taskforces, and advisory councils
- Establish and maintain working relationship with internal staff, external community members, partnering organizations
- Assist with the preparation of culturally and linguistically appropriate health education and health marketing tools and presentations
- Assist in program evaluation activities including data collection and reporting to Houston Health Foundation, H.E.R. Task Force, Greater Houston Community Foundation, and The Rockefeller Foundation.
- Utilize outreach, promotion, and marketing techniques to promote and disseminate actionable health and wellness information and advocate for health equity

SUPPLEMENTAL QUESTIONNAIRE

How many years of experience do you have directly working with healthcare or public health?

- Less than 1 year
- 1 to 2 years
- 3 or more years
- No experience

How many years of experience do you have directly working with BIPOC communities?

- Less than 1 year
- 1 to 2 years
- 3 or more years
- No experience

How many years of experience in community outreach and program enrollment do you have?

- Less than 1 year
- 1 to 2 years
- 3 or more years
- No experience

Do you hold a Community Health Worker (CHW) or Certified Health Education Specialist (CHES) credential?

- Yes
- No
- In progress

Describe your level of experience in activity coordination between multiple partners and agencies.

- Beginner, less than 1 year
- Intermediate, 1 to 2 years
- Advance, 3 or more years
- No experience

Are you available to weekends and after hours?

- Yes
- No

Please indicate languages, other than English, in which you are fluent (reading, writing, and/or speaking).

Check all that apply. (x)

Spanish Chinese Vietnamese Arabic French Other languages I am not bilingual